

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p>Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page. 応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。 http://www.cnric.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</p>		広報番号 Announcement No.	A-16-053
		初回選考締切り日 1 st Cut Off Date	14 Sep 2016
		募集締切日 Closing Date	Open Until Filled
		発行日 Date of Issue	24 Aug 2016
1. 職種名 Job title (等級 Grade 1-3 / 語学等級 LD N/A) <div style="text-align: center;"> Sales Clerk IHA-372 (販売事務職) </div>	募集人数 No. of Recruitment <div style="text-align: center;"> 1 名 </div>	4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
5. 雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 時間制 HPT <input type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:)			
2. 部隊 Activity Navy Exchange, Atsugi Retail Department 勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base			
3. 勤務時間 Work Schedule (週 40 時間制 hr/wk) 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 8 hours/day Between 0800-2100 休憩時間 Recess: 1 hour <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6. 職務内容 Duties Performs all types of cash register transactions (cash, credit, debit, check, gift cards, coupons, etc) in an accurate and correct manner. Maintains change fund and accounts for sales receipts. Completes daily cash and sales reports. Completes sales transactions efficiently. Will be responsible for performing cash handling trainings with newly hired Softline associates, research and investigate when overage/shortage occurs in front register. Greets and engages customers in conversation for purposes of providing sales related assistance. Assists in the selection of merchandise, and suggests additional items to complement the customer's selection. Advise customers of upcoming sales events and services available throughout the Navy Exchange. Is knowledgeable in next 2 weeks worth of sales / promotions. Is knowledgeable in NEX store policies such as merchandise returns, price matching, check cashing, layaway policy. Handles customer returns and problems tactfully and efficiently, direct them to Customer Service department if necessary. Applies store policies consistently and intelligently, ensuring customer satisfaction as the end result. Using the knowledge in SPO (Special Order) process and policy, direct customer to the Customer Service department for the process. Communicates with Softline supervisor and store manager regarding stock additions, deletions, fast and slow selling merchandise, customer preferences, needs, problems, etc. Completes paperwork associated with merchandise/inventory movement, contact other stores/locations for any customer requests. SOFTLINE – PRESENTATION / VISUAL Be familiar with all Softline departments – Mens, Ladies, Shoes, Baby, Boys and Girls. Responsible for all Softline sign holders - they are all filled and placed on the front right arm of the fixture. All clearance racks and key pricepoint			

6. 職務内容 Duties (Cont'd)

fixtures have correct signs. Ensures all Basic Concepts items are signed with a blue body sign and Basic Concept topper is utilized. Ensures that appropriate zone toppers are being used, i.e. Junior, Petites, Young Mens, etc.) New NEXCOM adjacencies are pulled up once updated (at least 3 times a year, Spring, Summer, Fall / BTS) and make necessary move so that all Softline floor follows the merchandising adjacencies. Ensures that the correct hangers are being utilized, i.e. shirt hangers, pant hangers, size of the hangers, etc. Ensures that the most current merchandise is on the front aisle with older merchandise and markdowns toward the back of the department. Pull new Planograms when updated, and set it up when we have at least 90% of items listed on the POG. Ensures and trains Softline associates on Label Management (VRR, high velocity, A/R, OTB, Deleted, etc.) and know the replenishment method for each vendor / merchandise, i.e. VRR, A/R, OTB, store order. Ensures all fixtures/shelves/tables are fully stocked with merchandise and neatly arranged and attractively displayed. Determines available fixture/ shelves/ table space and amounts of merchandise to be displayed.

SOFTLINE – MARKDOWN (PCMS)

Work closely and assists, supports the Softline supervisor and each Softline associate on daily PCMS (Price Change Management System). Ensures that the merchandise listed with on-hand on each effective day is found on the floor and the price is changed according to the price change report. Any unusual quantities or price change need to be reported to store manager or RAMS Coordinator for further investigation. If all possible, try to finish all Softline PCMS before 10am prior to store opening. After the completion of each PCMS, re-work the sales floor to separate the markdown items from regular price items and sign appropriately, ensures that there are no empty fixtures.

Sweep the entire Softline department monthly and capture any missed markdown items. If found, price the item with correct retail price. Communicate with Softline supervisor / store manager on markdown ownership so that determination can be made to balance out the clearance inventory with the Softline Divisional in Yokosuka.

SOFTLINE – STOCKROOMS/FITTING ROOMS

Be alert on FDF shipment and move all fashion goods to the floor timely, we receive about 7000 pieces of clothing a week, need to be very productive and fast-acting. Ensures all Ad goods are clearly identified and segregated. Ensures all basic replenishment items are being filled in daily. Maintains neat, clean, organized stockroom. Ensures that all dressing rooms are checked and cleaned hourly, signs on fitting room log sheet and notify LP immediately if any signs of shoplifting are found. Perform other related duties.

7. 資格要件/身体条件 Qualification/Physical Requirements

- One year of general work experience, OR completion of 2- years junior college/2-years of technical school or 4-year degree in any field.
- Knowledge of retail or related business.
- Skill in operating Microsoft Office Suite (Word, Excel).
- Ability to speak, read and write both English and Japanese at average proficiency level (LD-2).
- Ability to maintain records, control inventory, use cash register, make mathematical computations and operate calculator.
- Ability to lift, stock, and move merchandise, and stand for a long hours.
- Responsible experience in retail sales store.

Non-Japanese Applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.

- U. S. Citizens are not eligible for IHA employment.

*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

英語力 English Language Proficiency :

☐ 必要なし None ☐ 初級 Basic ☒ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

学歴 Educational Background : See block #7

免許証／修了証 License/Certificate Required : See Block #7

8. 提出するもの Application and Associated Documents

- * ☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)
 * ☐ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)
 * の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
- ☒ 各免許証・資格証明書・修了証明書のコピー(7 欄要件に該当ある場合) Copy of license/certificate (if any in block 7 applies).
☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
 <選考結果通知用>
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
 <For selection Notice>
☒ 日本国籍以外の方は、在留カード、パスポート、査証のコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back sides) and Passport (picture and visa stamp pages).
☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

問い合わせ先 Inquiries	提出先 Submit to	事務処理欄 For Official Use
Current USFJ Employee 現従業員 問合せ先： 在日米海軍厚木基地人事部 CNRJ HRO DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425	Current USFJ Employee 現従業員 提出先： 〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101	PDN: NEX-03-031-PT
Off Base Applicant 外部応募者 問合せ先： 労務管理機構 座間支部 管理課 管理第二係 Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667	Off Base Applicant 外部応募者 提出先： 〒252-0011 神奈川県 座間市 相武台 1-46-1 労務管理機構 座間支部 管理課 管理第二係 1-46-1, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of Labor Management Organization Management Section 2 〒252-1101	

* 履歴書及び添付書類は締切日午後三時まで以上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

* 応募時点で規定の雇用資格を満たしていない、又は書類不備の応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

* 提出された応募書類はお返ししません。Submitted applications will not be returned.

* 初回選考締切日以降は、選考決定により締切となることがあります。After 1st Cut Off Date, announcement may close due to decision of selection.

* 応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site
http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

****時給制臨時雇用従業員 (HPT) 雇用について****
****HPT-Hourly Pay Temporary (HPT) Employment****

契約期間： 1年を越えない期間（その後更新される事もある）

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週30時間（2016年10月1日からは20時間）以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 30 hours (20 hours starting on 1 October 2016) or more must be covered by Employment Insurance, Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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